



# DODGE CITY COMMUNITY COLLEGE



## ***Technical Programs***



**Career opportunities change rapidly today.**

**Dodge City Community College has technical programs with the necessary training and courses to prepare you for today's job market.**

**Most of the technical programs:**

- **can be completed in one or two years.**
- **can provide a vocational certificate.**
- **are designed to update individuals already working in the occupation.**
- **give persons an opportunity to explore other careers.**
- **are flexible in class scheduling so as to work around a person's employment.**

**Dodge City Community College has the total career experience with social options such as clubs, music, art, athletics and drama.**

**Dodge City Community College...  
a commitment to you.**



**DODGE CITY COMMUNITY COLLEGE**

## **ACCOUNTING CLERK DATA PROCESSING**

The Accounting Clerk-Data Processing program offers one-year and two-year preparation in a career objective for a responsible office occupation. The program offers instruction coordinated with on-the-job training, giving actual work experience in the preparation of career objectives.

Course of study includes instruction in accounting, data processing, word processing and general business courses such as Business Math and Business Communications. Students will be trained on both IBM and Macintosh computers.

## **AGRIBUSINESS/ AGRICULTURAL TECHNOLOGY**

The Agricultural Technology program is designed for the student anticipating a career in Production Agriculture, Farm and Ranch Management or Agribusiness. Agricultural Technology curriculum is varied in that students select classes from the overall agricultural curriculum to meet their specific occupational objective.

Course of Study includes: Ag Mechanics, Ag Machinery Operation, Farm Building Construction, Agricultural Economics, Ag Equipment Construction, Ag Chemicals, Range Management, Animal Health, Principles of Feeding, Feedlot Technology, Beef Management, Swine Science, Genetics, Artificial Insemination, Seminar in Management, Farm Management, Grain Handling and Storage Soils, Fertilizer Management, Agribusiness Marketing, Grain Marketing, Irrigation Technology, additional occupational experience, Horse Science, and Diesel Mechanics.

## **AUTO MECHANICS TECHNICIAN**

The Auto Mechanics Technician program gives students the technical knowledge and practical training to enter all fields of the auto industry.



Extensive classroom and shop work covers all aspects of auto mechanics, with emphasis placed on automotive electronic and computer components. Many of the basic automotive principles covered in this program are also applicable to other machinery such as farm equipment.

Students in this program operate in a "live garage" situation where students are trained to analyze malfunctions, plan the method of repair, and carry out the repair of vehicles. Classroom instruction is set up for competency-based instruction.

## **BANKING AND FINANCE**

Students are prepared for a responsible position in financial institutions. This program offers a one-year certificate, a two-year Associate of Applied Science degree or transfer requirements for a bachelors degree from a state university or college.

Course of study includes: Accounting, Real Estate Finance or Agriculture Finance, Introduction to Banking, Bank Management, Principles of Management, Money and Banking, Bank Investments, Economics and a Business internship.

## **CHILD CARE**

There are four potential progressive performance levels for an Early Childhood Day Care career: 1) One year Certificate, 2) an Associate of Applied Science Degree, 3) Child Development Associate Credential, and 4) Bachelor of Arts degree from a state university or college. This training will allow a student to focus on his/her level of competency and exit upon reaching the desired goal.

Course of study in the child care curriculum includes Preschool Child, Nutrition and Parent Education plus several practicums that provide on-the-job experience.

A new modern child care facility was constructed on the DCCC campus in January 1990.

## **COMMUNICATIONS TECHNOLOGY**

Students majoring in this area have the opportunity to learn the Radio/Television business first hand. College facilities include a FM (KINF) Radio Station, and a modernly equipped T.V. studio. This is an academic two-year program. Some of the DCCC graduates transfer to four-year colleges and others go immediately into the job market. Recent graduates have been employed as photo journalists, T.V. news broadcasters, and radio disc jockeys in cities such as Wichita and Colorado Springs.

## **COSMETOLOGY**

Cosmetology offers many interesting and challenging career choices for both men and women. Students may specialize in hair design or pursue opportunities in education, business and research.

This program includes theory, demonstration, and actual salon work that teaches the necessary skills and prepares students for their state examination license. The program operates under close regulations of the Kansas State Board of Cosmetology.

Students learn hairstyling, shampooing, manicuring, facials, hair coloring and more. Most students complete the program in about twelve months. Enrollments are accepted in January, June and August. A new building has been built on the DCCC campus for the cosmetology program.

## **DIESEL TECHNICIAN**

The diesel mechanics program at DCCC offers dual options. Students can complete one-year and receive a vocational certificate, or attend for two years and be awarded an Associate Degree.

Career options in the diesel industry are strong. Demand for repair technicians for trucks, autos, farm machinery, etc. is increasing with the growth of the auto industry.



Classroom instruction includes study in the areas of power mechanics, fuel systems, power trains, hydraulics and electrical systems, welding, engine analysis and air conditioning systems.

Instruction includes both shop and classroom situations which are set up on a competency-based principle, which allows each student to progress at their own rate. Open-entry enrollment is available in classes not already filled to capacity.

## **ELECTRONICS TECHNOLOGY I-II**

This two-year program begins with a basic course designed to cover a broad spectrum in the field of electronics. Basic electrical circuits, series and parallel circuits, amplifiers, oscillators, heterodyne principles, transistor circuits, TTL circuits, and microcomputer maintenance are included in the course.

The second year of the program is designed to prepare students to service and maintain radios, televisions and VCR's. Schematic reading, signal tracking and shop procedures are also covered.

## **EQUINE STUDIES PROGRAM**

The primary feature of the Equine Studies program is its practicality. The program includes equine skills, reproduction, health, hoof care, stable management, breaking and training, nutrition, and practical hands-on hours of trial and error experiences with horses. Students are encouraged to fit, condition, and show at least one horse (from weaning to show) during their two-year program. Students, with their instructor, travel to numerous horse shows each year.

Students may enroll in this program at the start of any semester.

## **FASHION MERCHANDISING**

The Fashion Merchandising program is designed to prepare young men and women for responsible positions in the area of Fashion Merchandising/Retailing. On-the-job training is combined with academic classroom experience. Even with the rapid conversion to self-service and self-selection merchandising, the growth in fashion merchandising continues to flourish, especially in more specialized areas where catering to a customer's individual needs and identity is vital. Career opportunities abound in all types of supportive and allied fashion services.

Fashion Merchandising is offered as a two-year Associate of Applied Science Degree program, a one-year certificate program, or a two-year college transfer program.

## **FIRE SCIENCE**

The curriculum in this area is based on fire prevention, fire suppression, and safety as they relate to Fire Science.

There are numerous employment opportunities for which graduating students may qualify. They include: fire service, plant protection agencies, sales in fire equipment, and insurance investigators. A student may elect to take all 62 credit hours and receive an Associate Degree in Fire Science or a student may wish to enroll in the Certificate Program which requires 35 credit hours.

## **FLORAL DESIGN**

If you are interested in a career that allows you an artistic outlet, the Floral Design program could be for you! This nine month program allows you to work with fresh, silk and dried flowers for holidays, weddings, funerals or for special arrangements.

Instruction on personal and small business procedures and horticulture is also provided.



## **INSURANCE TECHNOLOGY**

The Insurance Technology program curriculum is designed to take a student who possesses ability and train them for an entry-level position in an existing insurance agency or company. The program may lead to employment in various areas of the insurance industry. Placement assistance is available for all graduates and those seeking part-time insurance internship employment.

A one-year certificate or a two-year Associate Degree curriculum is available to the student. The program is flexible, and allows a student enough latitude to major or minor in another subject concurrently, with careful planning. In addition, students outside of the curriculum may take an individual insurance course as an elective for their own personal benefit.

## **MANUFACTURING TECHNOLOGY**

The Manufacturing Technology program combines the skills from welding and machine shop areas with related instruction designed to prepare the student for a career in the expanding world of high technology.

Within the machine tool applications area will be work on lathes, mills, drill presses, CNC machining, hydraulics/pneumatics, industrial math, drafting, blueprint reading, principles of technology, basic CNC programming, and basic robotic technology.

Within the welding applications area will be arc welding, oxyacetylene welding and cutting, tig welding, mig welding, plasma arc welding, cutting and metal and electrode classification.

Students can obtain a vocational certificate or Associate Degree in two years.

## **MEDICAL RECORD TECHNOLOGY**

The Medical Record Technology program offers the student

an opportunity to develop specialized skills in the processing and management of medical/health records. A medical record technician is responsible for preparing, abstracting, analyzing and preserving medical/health care information needed by patients, physicians, the health care facility, third-party payers, and the public.

Career opportunities include positions in acute health care, long-term care (nursing homes), ambulatory care, computerized health information systems, hospices, mental health facilities, insurance companies, government agencies, industrial health, surgical centers, tumor registries, and medical review organizations.

Following successful completion of a two-year program, the medical record graduate is eligible to take the national Accredited Record Technician exam offered by the American Medical Record Association.

## **NURSING**

DCCC offers many options in health care careers. These include Nurses Aid, Medication Aide, Home Health Care Aide and a bi-level nursing program: Licensed Practical Nurse (one-year program) and Registered Nurse (two-year program) with students enrolling in the fall of each year in both freshmen and sophomore levels. Other options include: ADN an advanced standing program for LPN's (a one-year program); Bachelor of Science in Nursing (BSN) completion-Fort Hays State University and Kansas Newman College offer the BSN completion course on the DCCC campus; and BSN transfer-complete general requirements for your BSN at DCCC and transfer to a four-year institution.

## **SECRETARIAL TECHNOLOGY**

The Secretarial Technology program offers varied programs which prepare students for office positions. These are general office clerk-typist, clerk-typist, beginning word processing operator, stenographer, correspondence secretary,



administrative secretary and other advanced secretarial positions. The program provides skill development and special knowledge needed for success in the automated business office.

Internship, a requirement of this program, gives students practical experience in approved offices under the supervision and guidance of the teacher/coordinator and cooperating employers. The program can be completed in nine months or elect to continue for a two-year associate degree.

## **WASTEWATER**

This associate degree program is designed for students who are considering a career in Waste Water Treatment facilities. These facilities are regulated by the Environmental Protection Agency. The curriculum provides the student with the proper training to receive the licenses required by the E.P.A.

A student may also elect not to complete the degree requirements, but to take those courses which will assist them in becoming an approved operator. Many times this option is used by persons already employed in the field. The student may accomplish this by taking the certificate program which is also offered.

## **TRUCK DRIVING**

Trucking is a major industry in the United States, and because of its continued expansion, it is in need of well-qualified, safety conscious, over-the-road drivers.

The purpose of this seven-week program is to stress basic driving knowledge needed for skill in handling and maneuvering, accident prevention and preventative maintenance. Graduates are prepared to do their job in a legal, proper and safe manner.

Job placement assistance is available to graduates who successfully complete the Truck Driving Program. Students must be at least 21 years old to qualify for the program

**Contact the Dodge City Community College Admissions Office for more information about:**

- financial aid.
- campus housing.
- a visit to the campus.
- specific course of study.
- athletic programs.
- special interests (music, art, drama, radio, cheerleading, journalism, etc.).

**Phone: (316) 225-1321 ext. 207**

**Toll-Free in Kansas: 1-800-742-9519**

**Toll-Free Out-Of-State 1-800-262-4565**

### **Admissions personnel:**

**Debbie Lloyd, Director of Admissions**  
**Jonnie Clark, Admissions Representative**  
**Sandy Goeller, Secretary to Admissions**

